

**Bernard P. Carvalho, Jr.**  
Mayor



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Administrative Assistant

## **OFFICE OF THE MAYOR**

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The 2008 Hawai'i Session Laws Act 10 was enacted on July 8, 2008. The purpose of Act 10 is to implement recommendations of the Hawai'i Identity Theft Task Force's December 2007 report to protect the security of personal information collected and maintained by state and county government agencies.

Part VII, Section 11 of the Act requires all government agencies which collect, maintain, or disseminate documents containing personal information that are subject to disclosure pursuant to Hawaii Revised Statutes ("HRS") Section 92F-12, to develop a written plan to eliminate the unnecessary collection and use of social security numbers in December of 2008.

As a follow up to the meeting on 'Protecting Personal Information' - and with respect to your Agency, commission or board's responsibility under HRS 487, you as a Department Head or commission or board chair are asked to please complete a survey regarding the location of records (both physical and electronic) containing Personal Information (see below definition). The information gathered through this survey will be collected to create a Personal Information Inventory list.

### **Survey Instructions**

Step 1: The survey can be completed online by clicking the following Personal Information Portal Link:

<http://cok-sp-01/Lists/Personal%20Information/Allitemsg.aspx>

Step 2: Select SHOW IN STANDARD VIEW

STEP 3: Select NEW ITEM to begin the survey.

Step 3: Click on Attach File to attach any sample documentation or forms.

Step 4: Click on SAVE AND CLOSE.

STEP 5: Select NEW ITEM to input next record.

STEP 6: Exit to complete.

**What is Personal Information?**

“Personal Information” is the First Name or First Initial, and Last Name, in combination with any one of the following:

- Social Security Number
- Driver’s License Number or Hawai`I ID Number
- Account Number, Credit or Debit Card Number, Access Code, or Password that would permit access to an individual’s financial account.

**Online Reference Library**

Available for your reference is also a document library, which contains information regarding the Protection of Personal Information as well as the County’s Plan, and a Personal Information Orientation in PowerPoint format.

Click this link to view the related documents:

<http://cok-sp-01/Personal%20Information%20Document%20Library/Forms/AllItems.aspx>

**Deadline December 19, 2008**

In order to stay in compliance with State law we must ask that you respond to this survey no later than December 19<sup>th</sup>.

Should you have any questions regarding the online survey, please contact Nyree Norman at 241-4409 or email at [nnorman@kauai.gov](mailto:nnorman@kauai.gov)

For those not connected to the County of Kaua’i network and can’t use the online survey, please use the attached Excel version of the survey. Results can be emailed back by attaching the updated Excel document no later than December 19 to [nnorman@kauai.gov](mailto:nnorman@kauai.gov).

**Our Responsibility in Serving the People of Kaua’i**

Administering how we gather, store and protect Personal Information is imperative for us to serve the people of Kaua’i well. Each of you clearly understands the perils of personal identity theft.

I ask you to prioritize this important work and submit your responses no later than December 19.

Mahalo nui loa,

*Signature on file*

Bernard P. Carvalho, Jr  
Mayor